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DOMINION BUREAU OF STATISTICS

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Census of Manitoba, Saskatchewan and Alberta, 1946

CENSUS OF HOUSING, 1946

(For Cities and Towns of 5,000 Population and Over)

Supplement To

INSTRUCTIONS TO COMMISSIONERS
AND ENUMERATORS

Approved by Order in Council

PREFACE

The purpose of the Housing Schedule (Form 4) is to obtain complete information regarding the kind of homes in which the Canadian people live, their living conveniences and accessories, the amount of their mortgages, taxes, etc., and other basic housing facts.

Section IV of the Housing Schedule has been devoted to inquiries regarding the place of work of all gainfully employed persons in the household, the transportation facilities used by each in going to or from work, and the length of time usually taken in the process. The purpose of these inquiries is to gain information to assist in the development of community planning. In conjunction with the housing information referred to above, results will be correlated with other data obtained from later surveys of land uses to provide comprehensive statistics for determining land use relationships, basic planning standards and other requisites for orderly planning development.

The instructions set forth in the following pages are supplementary to the Book of Instructions and deal specifically with the method and rules of filling in the Housing Schedule. For general Census rules and regulations on such matters as rights and duties of Enumerators, enumeration areas and boundaries, identification of schedules, the Statistics Act, etc., the Enumerator will refer to the Book of Instructions.

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HOUSING SCHEDULE (FORM 4)

General Instructions

1. Who are to be enumerated? The Housing Schedule (Form 4) will be filled out for every household residing in the enumeration areas of cities and towns of 5,000 population and over, according to the 1941 Census. A household for census purposes refers to all the persons living in one dwelling unit. For definition of a dwelling (or dwelling unit) see Instruction 60, Page 19 of the Book of Instructions. Also it is important that the Enumerator have a clear knowledge of what constitutes a dwelling in hotels, rooming houses, apartment hotels, etc., as outlined in Instruction 61 therein.

2. Enumeration by blocks. It is necessary that the information on the Population and Housing Schedules be enumerated on a "block" basis. For purposes of identification the Enumerator will be extremely careful to observe the following rules:

- (a) On the Population Schedule (Form 1) the completion of the enumeration of each block will be indicated by leaving one line blank and entering: "Here ends the enumeration of Block 16" across the schedule. (See Specimen Population Schedule, line 50.)
- (b) On the Housing Schedule (Form 4) the number of the block will be entered in the space provided in the heading, viz: "Block No.16," and the completion of the enumeration of each block will be indicated by leaving the space for one household blank and entering: "Here ends the enumeration of Block 16" across the schedule.

If the information cannot be supplied on the first call, the Enumerator will leave the allotted household space blank and fill in when calling back.

The Enumerator is referred to Instruction 24 "Route of Enumeration" of the Book of Instructions which reads in part:

"In cities, towns and incorporated villages where the land is usually laid out in blocks or squares bounded on four sides by streets, the Enumerator should start at one corner of the block and proceed around and through it, in a clockwise direction, that is, so that he will always be turning to the right. He shall enter every house or building in regular order and collect all the information called for in the schedules before proceeding to the next block or square, and shall so continue until the whole of his sub-district is finished."

3. Enumeration of outlying sub-districts in cities and towns. The Enumerator is supplied with a map of the sub-district showing its division by city "blocks" and their corresponding numbers. In certain outlying sub-districts within the city or town limits it may be found that these blocks are non-existent in that there are no actual street divisions, and will represent survey measurements only. Where such is the case, the Enumerator will make a "block" enumeration according to the smallest sub-division available. In other words, it will consist of a grouping of certain blocks outlined on the map, depending on where there are streets now in existence and a separate enumeration becomes possible. This is the only instance where more than one block will be combined either on the Population or Housing Schedule. The Enumerator will be careful to indicate on these schedules the exact numbers of the blocks

that have been so combined, viz.: "Here ends enumeration of blocks 18, 19 and 20".

4. Arrangement of the schedule. The enumerator will note that this schedule is arranged differently from all other schedules which are used in the taking of the Census. This arrangement is made to simplify the compilation of the schedule in the Bureau. In the columns where there are squares, the Enumerator will mark an "X" in one of the squares, and will exercise great care to see that this letter is entered in the proper square. (See Specimen Housing Schedule.)

The schedule allows for 10 households to be enumerated on each page. It should be noted, however, that where a household contains more than five gainfully occupied persons, additional space will be required to enumerate that household. (See Instruction 49 and Specimen Schedule.) The blank spaces across the schedule below the entries for each household are for office use only, and in no instance should the Enumerator write in this space.

5. Specimen Schedule (Form 9) and Cover Sheet (Form 26). The Enumerator will study carefully the Specimen Schedule (Form 9) which illustrates the method of making returns on the Housing Schedule. Also supplied is a Cover Sheet (Form 26) to be used in exactly the same way as Form 25 for the Population Schedule. (See Instruction 14 of the Book of Instructions.)

6. Filling in schedule heading. As in the case of the Population Schedule, the Enumerator will fill in all the information required in the heading of the schedule page before enumerating any households thereon. Particular care will be exercised in entering block numbers. The Census Commissioner will make a point of filling in the heading of one schedule for each of the Enumerators as a guide to correct heading entries.

Columns 1-3.- Identification entries and length of residence

Column 1.- Dwelling number

7. Dwelling number to agree with Col. 2 of Population Schedule. The Enumerator will enter in Column 1 of the Housing Schedule the number of the dwelling in order of visitation as numbered in Column 2 of the Population Schedule.

Column 2.- Name and address of head of household

8. Who should be reported as "head"? As stated in the Book of Instructions: "Enumerate as head the person on whom falls the chief responsibility for the maintenance of the household. However, when husband and wife or parent and unmarried children live in the same household, always report the husband as head rather than the wife, and the parent rather than the unmarried child. When brothers and sisters comprise a household, usually the eldest will be reported as the head. If several unrelated persons share housekeeping facilities on a partnership basis, enumerate one of them as head, and the others as partners."

9. Name and address of head. Enter the name and address of the head of the household in Column 2. Print surname first and give other names as in the Population Schedule. The street number and name will be entered in the space provided.

Column 3.- Length of residence in present dwelling

10. Length of residence to closest year. In this column the Enumerator will enter the number of years, to the closest year, that the household has lived in this dwelling. For example, if a household has lived in a dwelling for 9 years and 8 months, the entry in this column will be "10" and not "9". If less than a year, give fraction of year in completed months, as 3/12, 8/12, etc.

Section I - The Dwelling

Column 4.- Type of dwelling

11. Method of entry using symbol "X". The Enumerator will follow the instructions given in the box-heading of this column. If the dwelling is a "single" house the letter "X" will be placed in the square opposite the numeral "1". If it is in a "semi-detached" house, an "X" will be entered in the square opposite "2", and so on. Definitions of the various dwelling types and what they include follow in Instructions 12 to 16.

12. "Single" house. This type of dwelling consists of a permanent structure in which there is only one self-contained dwelling unit; it is commonly spoken of as a "single" or "detached" house. A dwelling of this kind will be occupied by one household only, even though in some cases two families may be occupying the premises. If, however, the single house has been divided into two or more structurally self-contained dwelling units having separate entrances from outside or from a common passage or stairway inside, each of the families would constitute a separate household and the dwelling enumerated as a semi-detached or apartment, etc., as the case may be. (See Instructions 13 and 14.)

13. "Semi-detached" house. A semi-detached house contains two separate and distinct dwellings with separate entrances under one roof, with a partition wall running through it from cellar to attic and making of each part a complete home.

14. Apartment or flat. Apartments (or suites) refer to dwelling units in a house, building or apartment "block" divided into self-contained home units with separate, individual entrances inside the building, or a common or a sectional access to the street. Apartments are grouped with flats in this inquiry, the latter differing from apartments in that each home or dwelling unit usually has a separate street entrance. Also to be included is the "duplex" type, a term sometimes used to denote houses with two complete homes one on the first and the other on the second storey.

15. Row or terrace. This type is similar to the semi-detached house as described in Instruction 13, except that it contains three or more dwellings separated by partition walls from cellar to attic instead of two as in the semi-detached dwelling.

16. Other types. In this class will be included any other types of dwelling lived in which are not listed above, such as a railway car, trailer, tent, etc.

Column 5.- Is this a converted dwelling?

17. If dwelling has been converted give year. The Enumerator will ascertain first of all whether it is a converted dwelling, and if "yes" will enter an "X" in the square opposite "1", and if "no", opposite "2". In the case of the former, the

year that the dwelling was converted, or the closest estimate, will be entered in the space provided.

18. Was this dwelling originally a business premises? If this dwelling was originally used for business, such as a store, barber shop, etc., before being converted into a residential dwelling, enter an "X" in the square opposite "3", and if not, in the square opposite "4".

Column 6.- Number of dwelling units in the building.

19. Entries to agree with Columns 1 and 2 of the Population Schedule. In this column the enumerator will enter the number of dwelling units in the building. For example, if the dwelling is in an apartment building, the Enumerator will enter the number of suites or apartments in the building. This number must agree with the sum of the dwelling units listed in Column 2 of the Population Schedule for that particular building. The entries for this column will, of course, be the same for all dwelling units in any one building.

Column 7.- Are there business premises in the building or in the dwelling unit?

20. Business premises in the same building but not in dwelling unit. The Enumerator must not confuse a dwelling in which there are business premises, with a dwelling located in a building in which there are also business premises, but which are not part of the dwelling, such as a structurally separate apartment located over or behind a store or other place of business. In such a case, where the dwelling unit is completely separated from the store or other place of business, then the Enumerator will enter the letter "X" in the square opposite "1". If there are no structurally separate business premises in the building the entry will be an "X" opposite "2".

21. Business premises in dwelling unit. If part of the dwelling unit is used by a doctor or a lawyer for business purposes, or used for a beauty parlor, store, etc., the entry will be an "X" in the square opposite "3", and the number of rooms used for such purposes will be entered in the space provided. If the answer is "no" the letter "X" will be entered opposite "4" and the space for rooms left blank.

Column 8.- Principal exterior material of the building.

22. Wood, brick, stucco, stone, etc. The Enumerator will make an entry in this column according to instructions in box-heading of the schedule. If the exterior material is wood the entry will be an "X" in the square opposite "1", if it is brick (or brick veneer, i.e., one layer of brick over wood), the entry will be in the square opposite "2", etc. Special cases arise when the building is constructed of two or more materials, and here the Enumerator should enter the principal material used in the building's construction. For example, if the walls are of stucco for half or more of the building's height and the remainder finished off in wood, the Enumerator will indicate "stucco" as the principal building material. Entries to be made in the square for "Other" include concrete, imitation brick as distinct from brick veneer, metals (as for railway cars or trailers), canvas, etc.

Column 9.- Rooms in dwelling

23. Number of rooms used for living quarters. Item 1 of Column 9 (Number of rooms) refers to the number of rooms in the dwelling unit used for living quarters. The entry should agree with Column 5 of the Population Schedule, "Rooms in Dwelling".

The Enumerator will not include rooms used for business purposes, or clothes closets, bathrooms, pantries and halls. Further, it should be noted that attics, basements, porches, summer kitchens or sun-rooms are not to be included unless they are finished off and used for living quarters throughout the year. "Kitchenettes" are to be included if the normal kitchen functions are carried out therein, and if they contain, as a minimum, cooking facilities (such as a stove or range), and a sink or tub.

24. Number of bedrooms and other rooms used for sleeping. In Item 2 of Column 9, (Number of bedrooms) the Enumerator will include only those rooms primarily designed and furnished as bedrooms, and used for that purpose. In some instances, a household member, or members, may sleep on a studio couch or davenport in a room essentially a living room or dining room. In all such cases, the number of rooms, other than bedrooms, in which any member of the household habitually sleeps will be entered on the line opposite "3".

25. Kitchen and living room in dwelling. If the dwelling unit contains a kitchen, or a kitchenette (as defined in Instruction 23), the Enumerator will place an "X" in the square opposite "Yes" in Item 4 of this inquiry. If, however, there are no kitchen facilities, or if cooking and other kitchen functions are carried out in a room designed and used as a living room, or bedroom, etc., the entry will be opposite "No".

A living room refers to that type of room sometimes known as a "sitting room" or "parlour". The Enumerator will mark an "X" in the square opposite "Yes" of Item 5 only when the living room is separate and distinct from a dining room, kitchen, or sleeping room, and not regularly used for any of these purposes. Otherwise the entry will be in the square opposite "No".

Column 10.- Basement.

26. Complete basement, partial or none. If there is a basement in the dwelling complete to the approximate area of the dwelling unit, the Enumerator will place an "X" in the square opposite "1". If the basement represents but a partial excavation or comprises a limited section of the dwelling area, with room enough perhaps for a storeroom or coal bin only, the entry will be opposite "2" to denote a partial basement. If the dwelling has no basement whatsoever, an "X" will be entered in the square opposite "3" denoting "None".

Column 11.- Is there a garage?

27. Rules for determining if household has a garage. If there is a garage on the property, in the dwelling unit, or in the building (in the case of apartment dwellings including garage space), either owned or for which rent is paid by the household, the entry will be an "X" opposite "1".

If there is no garage, or if a garage is rented on other property or premises, the entry will be an "X" opposite "2".

Supplement to Instruction 26 (Column 10 - Basement)

"If there are persons living in the basement of this dwelling enter the number in the space provided in this column. A member of the family who sleeps in a room in the basement but otherwise lives upstairs altogether will not be regarded as living in the basement. But lodgers or servants who have their own living quarters or room in the basement will be considered as living in the basement even though they may spend most of the day upstairs."

Section II - Household Living Quarters

Column 12.- Heating system

28. Hot air, steam or hot water, stove, etc. For dwellings heated by hot air furnaces the entry will be "X" in the square opposite "1". Similarly, for those heated by steam or hot water the entry will be opposite "2", and so on. The entry to indicate "stoves" will be made when the heating system does not consist of a furnace but of a stove, or stoves, used for heating purposes. The item "other" refers to electric grates, gas radiants, fireplaces, etc., as the principal method of heating.

Column 13.- Principal heating fuel.

29. Heating fuel as distinguished from cooking fuel. The inquiry in Column 13 refers to the fuel used for heating the home and not for cooking. If the principal heating fuel is coal, the entry will be an "X" opposite "1", and if coke, an "X" opposite 2, and so on, as indicated in the box-heading of the schedule.

30. When more than one type of fuel is used. The Enumerator will note that by principal heating fuel is meant the one used for the greatest part of the year. For example, if a home is commonly heated with coal, and some wood is used during early fall or late spring, the entry in this column will be "X" in the square opposite "1" to indicate coal as the principal heating fuel.

Column 14.- Water supply

31. Running water, hand pump, or outside water supply. Four separate means of water supply are listed in this column, and an "X" will be placed in the appropriate square according to whether the dwelling has both hot and cold running water from a tap, cold running water only, a hand pump within the dwelling unit, or an outside water supply. If the dwelling relies on an outside water supply, the distance in yards to the source of supply will be entered in the space provided below the square opposite "4".

Column 15.- Toilet facilities

32. Inside flush, inside chemical, or outside. If the household has a flush toilet in the dwelling unit, the Enumerator will so indicate by an "X" opposite "1". In cases where no flush toilet is installed, the entry will be in square "2" for those dwellings equipped with inside chemical toilets, and in square "3" for those with outside toilet facilities on their own premises. An entry opposite "4" will be made for dwellings that lack toilet facilities of any kind and share the facilities of another household, and in this case no entry will be made in the space for number of units. In all other instances the Enumerator will indicate in this space the number of flush toilets or chemical toilets in the dwelling.

Column 16.- Bathtub or shower facilities.

33. Is there a bathtub or shower in the dwelling? The Enumerator will enter an "X" opposite "1" to indicate "Yes" if the dwelling has a bathtub or shower with running water installed in the dwelling. The entry will be in the square opposite "2" to indicate "No" if there is no bathtub or shower installed, or if the bathtub lacks running water. This entry will also be made for showers operated by other means than "faucet" and water main source.

34. Number of units. A single bathtub, or a single shower, with running water constitutes one unit. A bathtub with a combination shower arrangement will also count as one unit. A shower with running water constitutes a unit in itself only when structurally separate from the bathtub and does not drain into it. Two bathtubs in the dwelling, for example, or a bathtub and a separate shower in an adjoining room or elsewhere in the dwelling will be counted as two units.

Column 17.- Cooking facilities.

35. Electric range, gas range, wood or coal range, etc. Column 17 refers to the type of range or stove on which the household does most of its cooking. If an electric range, the entry will be an "X" opposite "1"; if a gas range, an "X" opposite "2"; if a wood or coal range, an "X" opposite "3"; and so on. "Other" types refer to small grills and burners, cookers, fireplaces. If there are no cooking facilities in the dwelling, and the household shares the facilities of another household or has other eating arrangements, the entry will be opposite "5" as shown in the box-heading.

Column 18.- Principal type of lighting.

36. Electricity, gas or other. The Enumerator will enter an "X" in the square opposite "1", "2" or "3" depending on whether the dwelling is lighted principally by electricity (either hydro or home power unit), gas, or other (kerosene lamps, etc.).

Column 19.- Refrigeration

37. Mechanical, ice, other, or none. "Mechanical refrigeration" means any type of refrigeration operated by electricity, gas, coal oil, or by a gasoline motor or other source of power. "Ice" refers to natural or artificial ice purchased or cut for the household, while "other" methods of refrigeration include icehouses, springs, etc. If the dwelling has no means of refrigeration whatsoever, the entry will be in the square opposite "4" to indicate "none".

Column 20.- Living accessories.

38. Telephone, washing machine, radio, etc. Entries in this column will vary according to the number of accessories that are reported by the household. An "X" will be placed in the squares opposite the conveniences found in that household, viz: a telephone, an electric washing machine, an electric vacuum cleaner, a radio, and an automobile of the passenger type.

Section III - Mortgages and Taxes

(For Owner-Occupied Dwellings only)

Column 21.- Is there a mortgage or agreement for sale on this dwelling?

39. Mortgage or agreement for sale.- For all owner-occupied dwellings, the Enumerator will ask if there is a mortgage or agreement for sale on the dwelling, and it will be so considered if there are debts secured by mortgages, agreements for sale, deeds of trust, judgments and any other legal instrument which partakes of the nature of a mortgage on the dwellings occupied by owners. Debts secured by liens on furniture, automobiles, etc., are not to be included.

Column 22.- Present amount of outstanding mortgage or agreement for sale.

40. Separate entries for "first" and "other" mortgages. In Column 22 the Enumerator will enter the amount of the mortgage or agreement for sale still outstanding on June 1, 1946. The amounts outstanding on the first mortgage or agreement for sale will be entered opposite "1" and the amounts outstanding on other mortgages opposite "2".

41. Inclusion of arrears. If the owner is in arrears in the payment of interest on mortgages, the Enumerator will include the amount of the arrears, except that for the current year, with the mortgage outstanding. For example, if a man has a mortgage on his property with \$3,000 outstanding on June 1, 1946, and owes \$500 of back interest not including the interest of the current year, the entry in this column shall be \$3,500 and not \$3,000.

42. Calculation of outstanding mortgage for apartment houses, semi-detached, etc. If the owner-occupied dwelling is in an apartment house, semi-detached or other building with more than one dwelling, then the Enumerator will divide the total debt on the building by the number of dwellings in the building and enter the result in this column. Information is required in this form since resulting statistics will relate to dwellings rather than buildings.

43. Use of Form 26 in calculation of outstanding mortgage. In the case of agreements for sale or other amortization plans where a person pays a certain sum of money each month or each year for a certain number of years, the Enumerator will assist the owner, with the help of the table supplied on Form 26 to estimate the amount still outstanding on the mortgage or agreement for sale.

Column 23.- Amount paid or payable on principal and interest in past year.

44. Principal and interest payments excluding arrears. In Column 23, the Enumerator will enter the amount paid or payable on principal and interest according to contract during the last 12 months prior to June 1, 1946. If the person was in arrears in his or her payments and made an extra payment during the 12-month period, the Enumerator will enter in this column only the amount that normally should have been paid in the 12 months.

Column 24.- What is the rate of interest on first mortgage?

45. Contract rate of interest. The entry in this column will be the rate of interest charged on the first mortgage and will represent the contract rate.

Column 25.- Property taxes.

46. Total taxes levied on dwelling unit for last fiscal year. "Total property taxes" refers to the amount of taxes (real estate, water, school, local improvement taxes, etc.) levied on this property for the last year prior to June 1, 1946. In the case of owner-occupied dwellings located in apartment houses, flats, semi-detached, etc., the Enumerator will follow the same rule as for Columns 22 and 23, and will give an amount only for the dwelling unit in which the owner resides. (See Instruction 42.)

Section IV - Place of Employment, Transportation, etc.

(For gainfully employed persons in the household)

Column 26.- Place of employment

47. Who are to be enumerated? An entry will be made in this column for all persons in the household dwelling unit enumerated as having a gainful occupation in Column 27 of the Population Schedule. Therefore, in any given household the number of entries in this column should agree with the number of persons with a gainful occupation as shown in the Population Schedule for that household. If at work on the Census date, or not at work for reasons other than "no job", the address of the place of work will be entered. (See following Instruction 48.) But if unemployed (or "no job") on May 31, 1946, the entry will be "no job" and Columns 28-29 left blank. As stated above, the address of the place of work will be entered for wage-earners not at work on the Census date for other causes than "no job", such as holiday, illness, lay-off, accident, etc., as well as for all employers, own accounts, etc.

48. Address of place of work. For all persons with a gainful occupation in Column 27 of the Population Schedule, other than those with no job on May 31, 1946, the Enumerator will enter the street and number of the place of work. The place of work of the household head will be entered on the first line, and those of other household members on the following lines in the order of enumeration on the Population Schedule. If the place of work is where the person resides, the Enumerator will enter "Same address" and leave Cols. 28-29 blank. For persons such as commercial travellers, railway conductors, taxi drivers, etc., who have no fixed place of work, the Enumerator will enter the address of the office, railway yard, firm, etc., where they regularly report for duty. If the exact location of the place of employment is not known, the Enumerator will make a further inquiry as to the name of the firm or employer, and both the address, as closely as it can be determined, followed by the employer's name will be entered. (See Specimen Schedule.) As stated in Instruction 47, "no job" will be entered for persons enumerated as having a gainful occupation but who are unemployed on the Census date; and for these the remaining Columns 28-29 will be left blank.

49. More than five gainfully occupied persons in the household. Where there are an insufficient number of lines to fill out Columns 26-29 due to there being more than five gainfully employed persons in the household, the Enumerator will use the space of the following household to enumerate the sixth, seventh, etc., gainfully employed persons in that household. Columns 1-25 will then be left blank and the next household enumerated in the space following. (See Specimen Schedule.)

Column 27.- Zone number of place of work.

50. Zone number. This column is for office use only and will not be filled in by the Enumerator. The accurate enumeration of the place of work in Column 26 is therefore essential for later zoning purposes.

Column 28.- Transportation.

51. Principal method of transportation to place of work. If a person goes to his place of work on foot, the entry in this column will be "walk". If the means of transportation is by bicycle, the entry will be "bicycle", and so on for "street car" "bus", "automobile", etc. If two or more methods are employed in the process, the

principal one will be given. For example, if a person walks to the car-line, rides some distance on the street railway, and transfers to a bus for a shorter distance to reach his place of work, the entry will be "street car".

Column 29.- Time required to get to place of work.

52. Time (in minutes) using method stated in Column 28. The estimated time required, on an average, for a person to get to his place of work from his dwelling will be entered in this column. The Enumerator will note that this figure represents an estimate of the average time in minutes using the means of transportation that has been entered in Column 28, and is the total time from the home to the place of work.

